

**MINUTES FOR
PROJECT ENGINEERS MEETING
Tuesday, June 24, 2003
11:00 am. Conference Room 'C'**

1. Safety.....Darlene Yarborough
 - Try to be careful and avoid injury when cleaning up your work areas.
 - If you have items that need to go to surplus, place them along the side of the hall near O.J's office and let Darlene know.
 - Be sure to wear your I.D. badges in the building and if you have visitors, escort them to and from the guards station.
 - Please be sure to abide by traffic laws while operating a state vehicle.

2. Applications, BSIPS, Expense Vouchers.....Darlene Yarborough
 - Remind your employees to fill out their applications completely in regards to their work history. Break down work experience to each classification and dates worked in each position. Don't lump all work experience together. Be as specific as possible.
 - Supervisors continue to do detailed interview records. Comment on variety and scope of work performed, exposure, complexity, lead engineer on design, training others, unusual projects. However, do not discuss communication skills. On justification letters, you may discuss communication skills, training that is needed to perform specific job requirements, etc.
 - BSIP timesheets overall look good. There have been some omissions. For time worked only, you should include the WBS Element and functional area. Be careful with decimals. Do not use the "redesign" function code; we will receive guidelines on when its appropriate to use.
 - When turning in expense vouchers, do not fill out the old form. Darlene only needs your receipts, a WBS Element, functional area and both the date and times of your departure and arrival. She will input the data into the new system.

3. Branch Staff MeetingGreg Perfetti
 - **2003 Lettings** Debbie emphasized the importance of making the letting date on all calendar year 2003 projects. She asked to be informed if any problems were encountered. Mr. Sanderson has noted that it as very important that the Division of Highways not be responsible for any letting delays from the present through the end of the year.
 - **Labor Market Study** Len Sanderson met with the unit heads or their designated representatives on June 3rd and distributed the recommended salary grades from the Labor Market Study. The study is on the Personnel Commission's agenda to be considered for approval on June 19th. The salary adjustments will be the difference

between minimum to minimum of each pay grade. Any salary adjustments based on the PE will not be retroactive. Salary adjustments based on Labor Market Study will be retroactive to April 1.

- **Travel/Excess Lodging** Debbie went over the information that Nancy e-mailed to the unit heads regarding per diem for lodging. Employees are to call several hotels within a 30-45 minutes range of the project to check prices. If they cannot get per diem rates, they are to submit a form 10-8 with a justification letter listing the hotels called and their rates.
- **Continuous Process Improvement Submittals** Debbie has asked that the unit heads encourage their employees to submit any process improvements they had implemented or are going to implement.
- **Open Discussion** Greg asked if we are going to begin putting the WBS element number on plans? Jay Bennett said Roadway Design was putting the WBS element on all correspondence. Victor Barbour told the group that they were putting the “C” number on the twelve month let list.

Debbie told the group that Victor met with Omar Sultan regarding the Design Build Let List and soon a Design-Build Let List will be circulated. Debbie noted that the award dates that are shown on the list will be very preliminary and there will be a need for each project engineer to determine the accuracy of the award dates and to make appropriate changes.

4. CADD & PC Update.....Randy Bissette
 - We have had problems with people outside D.O.T. trying to hack into our computer system. A new firewall is being installed to try to take care of this problem. This shouldn't affect anything we do here.
 - Over 40 new CADD work stations have been installed. We have asked for 8 new units for the Project Engineers. We are still waiting on delivery for the new plotter. Server space is still critical. Be sure to archive your work. The “U” and “W” drives use the same server so don't store the same information on both drives.
5. Preliminary Plan Review..... Ricky Keith
 - I am not getting these from some of the Project Engineers. Please be sure you take the time to get with your squad leaders and get this done for your projects. Also, don't be so brief in covering the items on the form. Please address access, causeways, work bridges, floating, etc. Access to site: tell me how the contractor will get to structure. Environmental issues: wetlands, endangered species, moratoriums, etc. How will traffic be handled, detoured, on site, off site, staged construction, cover removal of existing structure. Don 't just use one word to fill in the blank. Use additional sheets if necessary.
6. Request for Foundation..... Ricky Keith
 - We have developed a new letter and policy to request foundation recommendations. As most of you know, the Geology/Soils and Foundations sections have been reorganized. All future correspondence to that unit should be sent to Njoroge Wainaina, PE, State

Geotechnical Engineer. We are distributing a copy of the new letter. If you have any questions, please let me know.

7. Roadway Changes..... Ricky Keith
 - Two new items from Roadway Design are revised cover sheets for plans and a current investigation into going to electronic distribution of R/W plans. You should have received a copy of the new cover sheet. We have sent comments back to Roadway concerning distribution of electronic R/W plans. Our major concern being revisions of the roadway plans and how we will be notified
8. Railroad Issues Allen Raynor
 - Please make sure mile posts are labeled correctly, identified by the rail line. If you have questions about this, see Allen. On Norfolk Southern crossings, we will now include cross sections under the structure: one at the centerline, one at each outside edge of the bridge, and one in between these two, for a total of five cross sections. These should show the proposed toe and slope and railroad ditch. Roadway should be able to help us with this.
9. Plan Revisions..... Allen Raynor
 - Make sure you coordinate any plan revisions that you may have with both the Resident Engineer and Area Structure Engineer before sending them out. Be sure to list a contact person in Structure Design in your submittal letter.
10. Other
 - TCBP- Assessment forms for TT II's and TT V's are being redistributed. If you know that they are capable of performing competencies at the TT I level for the II's and at the TT IV level for Tech V's, please give them credit for these. If they have performed a competency at a more difficult level, then give them credit for similar competencies at the lower level. This needs to be done due to the broad banding of the technician positions into Journey 1, Journey 2 and Advanced levels. See handout for competencies affected.

Note: Assessment for new hires needs to be completed one month after their start date.

- WBS Element- should be placed on all correspondence concerning your projects in addition to the construction number. These will also show up on the new title sheets for your projects.
- Calendars- Please keep your calendars up to date and answer your e-mail. Some of you are not acknowledging attendance at meetings that have been scheduled.
- Plan turn in – see handout